

**SWINFEN AND PACKINGTON PARISH COUNCIL**

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Our Ref: JM

09 May 2018

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 16 May 2018 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Jayne Minor (Ms)  
Parish Clerk**

<b>AGENDA</b>
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**PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

- 1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

**4. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 14 March 2018 (Minute Nos. 61-70) (ENCLOSURE).

**5. CHAIRMAN'S ANNOUNCEMENTS**

**6. THE HIGH SPEED RAIL PLANS**

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

**7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS FOR THE YEAR ENDED 31 MARCH 2018**

Members are requested to approve the Annual Governance and Accountability Returns for the year ended 31 March 2018 (ENCLOSURE).

**8. RISK ASSESSMENT**

Members are advised that the Risk Assessment has been completed and there are currently no uncontrolled risks in any area of the Council's business in respect of the Parish Council's bus shelters and public notice boards (ENCLOSURE).

**9. APPOINTMENT OF INTERNAL AUDITOR (YEAR ENDING 31 MARCH 2019)**

Members will recall that the Internal Auditor must be appointed annually. Members are requested to consider the appointment of Mr Brian Cooper as Internal Auditor for the year ending 31 March 2018.

**10. SOCIETY OF LOCAL COUNCIL CLERKS**

Members are requested to consider renewal of membership of the Society of Local Council Clerks which was founded in 1972 to promote the professional standing and knowledge of full and part time Parish, Town and Community Council Clerks. The Society of Local Council Clerks is the professional body for Local Council Clerks. Cost of membership to the Society is £72.

**11. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)**

Members are requested to consider renewal of membership of the SPCA at a cost of £129 per annum.

The Association was founded in 1939 and:

- Saves you time and money by streamlining your Council's "business" using model documents.
- Provides legal/financial advice.

- Provides free quarterly newsletters to all Clerks/Councillors to keep Councils in touch with the latest developments.
- Suggests sources of funding for projects and provides guidance and advice on public sector borrowing approval
- Provides access to a database of suppliers who provide products and services for Councils, website design, Council notice boards, playground equipment, shelters, bins etc.

## **12. PARISH COUNCIL'S INSURANCE**

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal in June 2018. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

## **13. EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

## **14. PARISH CLERK'S SALARY**

Members are requested to approve the payment of the Parish Clerk's April and May 2018 salary (**PINK ENCLOSURE**) and further to Minute No. 35 (12 May 2010) in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) be paid in reimbursement of use of space, lighting, heating and electricity.

## **15. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING**

Members are requested to 'book' forthcoming Parish Council Meetings.

### ***PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS***

***Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:***

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
- 3. Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*

4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

*If a written answer is to be given this will be sent to you at your stated address.*

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL MEETING HELD AT THE  
CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 14 MARCH 2018 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor J Barnes in the Chair  
Councillors Armstrong and Dyott

**In attendance:**

Ms J Minor, Parish Clerk

**61. APOLOGIES FOR ABSENCE**

Councillor R Barnes and Elliott.

**62. DECLARATIONS OF INTEREST**

None declared.

**63. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 17 January 2018 (Minute Nos. 50-60) as circulated, be approved as a correct record and signed by the Chairman.

**64. CHAIRMAN'S ANNOUNCEMENTS**

**64.1 Packington Hall**

The Parish Clerk informed Members that Councillor R Barnes had emailed District Councillor Yeates advising him that Packington Hall had scaffolding erected all around it, but the site was totally insecure. A steel fence is no good for 30 ft when you can walk around it. Kids are playing there on the scaffolding and someone is going to get hurt. The whole site is supposed to be fenced off when building work is being conducted by law. This is a listed building and yet again developers cutting corners. Councillor R Barnes has asked District Councillor Yeates to visit the site himself and to keep the Parish Council updated.

Councillor J Barnes informed Members that fly tipping was also happening on the site.

**64.2 Resignation of Councillor Mrs Harrison**

The Parish Clerk informed Members that Mrs Harrison due to family commitments had resigned from the Parish Council.

The Parish Clerk informed Members that the Parish Council elections would be held in May 2019.

**65. THE HIGH SPEED RAIL PLANS**

Councillor Dyott updated Members on HS2. The Parish Clerk circulated at the meeting copies of the Lichfield District Council's Parish Forum Meeting's presentation dated 07 March 2018 and Community Engagement Plan (Drayton Bassett, Hints, Weeford, Swinfen and Packington).

**RESOLVED** That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

**66. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

**RESOLVED** That the Parish Council considers the system of internal control to be sufficiently effective and the Review of Effectiveness of Internal Audit be signed by the Chairman.

**67. REVIEW OF STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

**RESOLVED** That the Parish Council considers the controls currently in place are effective and that the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be signed by the Chairman.

**68. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**69. PARISH CLERK'S SALARY**

**RESOLVED** That cheques be drawn in respect of the Parish Clerk's February 2018 (cheque number 100442) and March 2018 (cheque number 100443) salary, HMRC – April 2018 (cheque number 100444), Staffordshire Pension Fund – April 2018 (cheque number 100445), HMRC – May 2016 (cheque number 100446) and Staffordshire Pension Fund - May 2018 (cheque number 100447).

**70. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That Wednesday 16 May 2018 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meeting.

(The Meeting closed at 7.27 p.m.)

Signed .....

Dated .....

# SWINFEN AND PACKINGTON PARISH COUNCIL

## RISK ASSESSMENT

Company Name: **Swinfen and Packington Parish Council**

Date of Assessment: **22 April 2018**

Anticipated Review Date: **22 April 2019 (or straightaway if any major damage/deterioration happens)**

Undertaken by: **Jayne Minor, Parish Clerk**

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
Using the bus shelters	Slips and trips	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Using the bus shelters	Cuts from broken glass on the floor	Low		Users		The bus shelters are routinely overviewed by Parish Council and any problems dealt with on an ad-hoc basis.
Bus shelters		Low	Damage to the bus shelters		The need to make good the damage with the potential accompanying cost to the Parish Council. Potential claim against the Parish Council	Regular inspection of the bus shelters. Insurance of bus shelters against all risks. Potential claim against third party. Annual review of insurance cover.

Location or Activity	Hazard	Level of Risk	Key Risks Facing the Parish Council	Persons in Danger	Potential Consequences Should Risk Occur	Measures Taken
Bus shelters		Low	Deterioration of bus shelters		The need to make good the damage with the potential accompanying cost to the Parish Council. Potential claim against the Parish Council.	Annual inspection of bus shelters followed by action should repairs be necessary.
Public notice boards		Low	Damage to public notice boards		The need to make good the damage with accompanying cost to the Parish Council.	Insurance against all risks. Annual review of insurance cover.
Public notice boards		Low	Deterioration to public notice boards		The need to make good the deterioration with accompanying cost to the Parish Council.	Annual inspection of the notice boards with repairs undertaken if necessary.



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 2

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**To be completed only by smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review**

## **Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18**

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria;
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of gross annual income or gross annual expenditure **does not exceed** £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption are **exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes both** the
  - a) **Certificate of Exemption**, page 3 and returns it to the external auditor
  - b) **Annual Governance and Accountability Return (Part 2)** which is made up of:
    - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
    - Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
    - Section 2 – Accounting Statements (page 6) to be completed by the authority.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved **before 2 July 2018**.

## **Publication Requirements**

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2017/18, page 4
- Section 1 – Annual Governance Statement 2017/18, page 5
- Section 2 – Accounting Statements 2017/18, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## **Limited Assurance Review**

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, ie not complete** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

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The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18, Sections 1 and 2

- Where an authority is exempt from the requirement for a limited assurance review, it need not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You **should** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 4**, should a question be raised by a local elector. There is guidance provided in the *Practitioners' Guide\** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee?	✓	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

*Swinfen and Packington Parish Council*

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

*5652*

Annual gross expenditure for the authority 2017/18:

*3965*

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

Signed by Chairman

Date

Email

*Jayneminor@talktalk.net*

Telephone number

*07772406298*

\*Published web address (not applicable to Parish Meetings)

*www.swinfenandpackington.org.uk*

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**

# Annual Internal Audit Report 2017/18

SWINFEN & PACKINGTON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12.04.2018

Name of person who carried out the internal audit

BRIAN COOPER

Signature of person who carried out the internal audit



Date 21.04.2018

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

*Swinfen and Packington*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

## Section 2 – Accounting Statements 2017/18 for

Swinfen and Packington

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	7750	9400	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4599	4599	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	403	1053	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2566	2634	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	N/A	N/A	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	786	1331	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	9400	11087	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	9400	11087	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	N/A	N/A	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	N/A	N/A	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given